

**Position Vacancy: Economic/Commercial
Assistant (SAPPORO)**

**June 30, 2006
109A**

Management Notice 109 has been amended as follows:

OPEN TO: All Interested Candidates
POSITION: **Economic/Commercial Assistant, FSN-1505**
GRADE: *FSN-7, **FS-7 (trainee); *FSN-8, **FS-6 (full performance)
OPENING DATE: June 20, 2006
CLOSING DATE: July 3, 2006
WORK HOURS: 40 hours/week
SALARY: **Not-Ordinarily Resident: FS-7 US\$31,526 per annum (trainee level – starting salary)
**Not-Ordinarily Resident: FS-6 US\$35,265 per annum. (full performance level – starting salary)
(Position Grade: FS-6 is confirmed by Washington)
*Ordinarily Resident: FSN-7 ¥6,650,137 per annum (trainee level – starting salary)
*Ordinarily Resident: FSN-8 ¥8,664,261 per annum. (full performance level – starting salary)
(Position Grade: FSN-8)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.

THE U.S. EMBASSY IS SEEKING: The incumbent assists both the CON/ECON Officer and the Consul General with economic reporting on issues of interest to Mission Japan in the Hokkaido and Tohoku regions by researching developments and drafting reports for the officers' review and completion. The incumbent is responsible under the CON/ECON Officer's guidance for commercial outreach and developing trade programs and assistance to U.S. business in the Hokkaido and Tohoku regions.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

--- TRAINEE LEVEL ---

1. Education: Completion of a four-year degree in economics, business, international trade or related studies required.

2. Prior Work Experience: One to two years of experience in sales, marketing, economic research or other closely related field in private or government organizations, providing an understanding of economic and trade matters especially as they relate to U.S.-Japanese exchanges and Japanese firms required.
3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing Japanese required.
4. Knowledge: Basic knowledge of both American and Japanese business practices with particular emphasis on regional differences in the Sapporo consular district required.
5. Skills and Abilities: Ability to locate and evaluate data and prepare reports required. Intermediate computer skills including applications such as Word, Excel and Access, and both Japanese and English Internet use required.

--- FULL PERFORMANCE LEVEL ---

1. Education: Completion of a four-year degree in economics, business, international trade or related studies required.
2. Prior Work Experience: Three years of responsible experience in sales, marketing, economic research or other closely related field in private or government organizations, providing an understanding of economics and trade matters especially as they relate to U.S.-Japanese exchanges and Japanese firms required.
3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing Japanese required.
4. Knowledge: In depth knowledge of both American and Japanese business practices with particular emphasis on regional differences in the Sapporo consular district required.
5. Skills and Abilities: Ability to locate and evaluate data and prepare reports required. Intermediate computer skills including applications such as Word, Excel and Access, and both Japanese and English Internet use required.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

APPLICATIONS MUST INCLUDE:

1. An application for U.S. Federal Employment (SF-171 or OF-612), or a current resume or curriculum vitae that provides the same information as the OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants must submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. PLEASE ATTACH CERTIFICATES OF TEST SCORES OR OTHER EVIDENCE TO VERIFY YOUR ENGLISH/JAPANESE LANGUAGE PROFICIENCY.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

SUBMIT APPLICATION TO:

Human Resources Office, ATT: Miriam Tokumasu
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

DEFINITIONS:

1. EFM: Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. AEFM: An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: JULY 3, 2006

The US Mission in Japan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

David F. Davison
Minister-Counselor
for Management Affairs

SAPPORO:MSCHAEFER

AHRO: YPARRA X5645